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Working Group Functions -- Retirement Administration

I. **Employee Deductions**

A. OP will develop new PERSIGN coding for designating employees into the appropriate retirement system. (July - December 1986).

B. OP will establish employee retirement plan eligibility and verify creditable service on employees who have EOD'd since 1 January 1984. New PERSIGN coding will appear on Personnel Actions. (August - December 1986).

C. OF will prepare payroll system specifications to withhold and report deductions for FICA, Med Tax, FERS, and the thrift plan. (July - September 1986).

D. OIT will modify the payroll system to the specifications prescribed by OF. (July - December 1986).

II. **Thrift Plan**

A. OP will initiate liaison with the Thrift Board when it has been established. (Probably August 1986).

B. OP will review the Thrift Board's election form to determine if it can be used by the Agency, and will also consider developing an entirely new form. (August - November 1986).

C. OP will develop procedures to control the distribution, completion, receipt, and processing of election forms. (August - October 1986).

D. OP and OF will develop a manual system to transmit election and deduction data between the two Offices. (August 1986).

E. OP and OF will initiate planning to automate the transfer of data. (July 1986).

F. OP will establish a paper file for each thrift plan participant to hold election forms, divorce decrees and other relevant data. (December 1986).

G. OF will define the functional requirements for maintaining the individual accounts. (July - December 1986).

H. OF and OIT will search for a commercial software package to support the thrift plan. OF will assess the functional capabilities of the package, and OIT will assess whether our system can support the package and whether the package can be modified and maintained. (July - December 1986).

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III. <u>Retirement Functions - Defined Benefit and Supplement</u>
(For FERS, FERS CIA Special Category, and CSRS)

A. OP has provided OIT with specific data required to track and report defined benefit and Social Security deductions, as well as the data needed to administer the annuity supplement. (July 1986).

B. OP will establish liaison with OPM to ensure that our internal processing mirrors their procedures. (September 1986).

C. OP will initiate the automation of RD processes, including those for CIARDS, and will include a function to transfer data to OF for payment of benefits. (August 1986).

D. OP and OF will establish interim procedures for computing benefits and transferring the data for payment to be used until the automated process is running. (July 1986).

E. OP will brief Social Security contacts on Agency issues relating to Social Security arising from new retirement legislation. (September 1986).

F. OF will provide specifications to OIT for making annuity payments. (July 1986).

G. OIT will prepare to replicate the current CIARDS system in order to respond to the 1 January 1987 time frame for other types of annuity payments. (July - December 1986).

IV. <u>Training</u>

A. OP will educate Agency personnel on the options and benefits under the new retirement legislation on a continuing basis. (June 1986 - January 1988).

B. OP will train Retirement Counselors on the procedures to handle the options. (June 1986 - January 1988).

C. OP and OF will train their employees on the new regulations and procedures to take effect in January 1987. (December 1986).
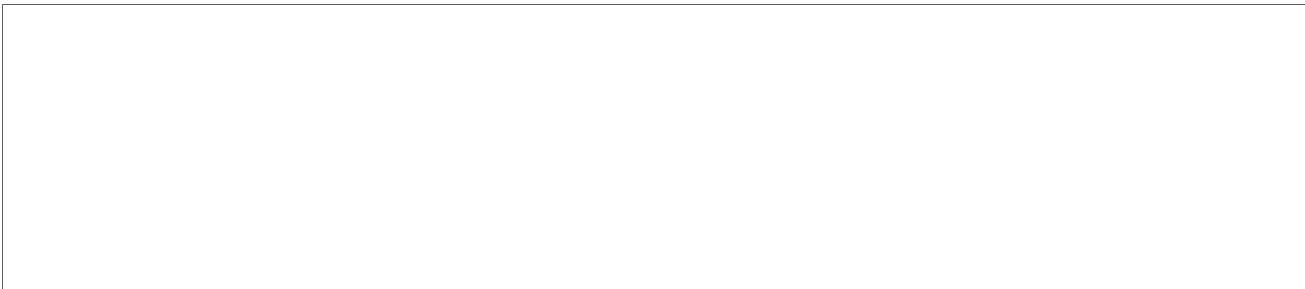
V. <u>General Procedures</u>

A. OP and OF will draft new regulations as they pertain to each Office. (August - September 1986).

B. OP will coordinate the regulations internally and then submit them to the congressional intelligence committees. (September-October 1986).

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F.   OP and OF will determine historical file requirements
     for OIT.   (September 1986).
G.   OF will prepare new transaction codes.
     (September 1986).
H.   OF will update GAS dictionaries.   (November 1986).
I.   OF will update the chart of accounts.
     (December 1986).

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